



## Manager- Job Change

## USER GUIDE

### INTRODUCTION

Job Change can make changes from transferring an employee to a new position, changing the employee's location, or modifying the employee's FTE.

### JOB CHANGE

1. Find the new hire by searching for their name in the search bar.

2. Under **Actions**, select **Job Change** and click **Transfer, Promote or Change Job**

Terminate Employee	Transfer, Promote or Change Job
View Worker History	Change Business Title
View Skills	Change Location
View Interests	Add Contract
	Add Job
Benefits	Report No Show
Business Process	Terminate Employee
Calendar	Manage Probation Periods
Compensation	Edit Notice Periods
Job Change	Request Transfer to Me
	View Notice Periods

3. Fill in the information on the next screen. Indicate the reason for the change, then modify the other fields with information. Any fields with a red asterisk \* are required.

When do you want this change to take effect? \*

Why are you making this change? \*

Who will be the manager after this change?

Which team will this person be on after this change?

Where will this person be located after this change? \*

Do you want to use the next pay period?

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4. You will need to complete several screens. Most information will be prefilled, always verify that information is correct.

Start
Move
Job
Location
Details
Attachments
Compensation
Organizations
Summary

5. Once all have the information has been entered, click **Submit**.
6. This will go to the receiving manager to enter in the employee's new title, compensation, and other job details. Once completed, an HR Partner will receive notice to further review.



**Note:** If you have questions prior to completing this task, reach out to the HR Partner for your department.